



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Deputy Director, F&A (Executive Level)
Posting Number	PN# 106189
Department	Department of Finance & Administration
Division	Administrative Services Division
Section	
Reporting Location	611 Walker, 13 <sup>th</sup> Floor
Workdays & Hours	Varied, normally M-F *

\*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Assists department director in establishing, interpreting and enforcing policies and procedures for City/departmental operations. Direct the Administrative Services Division, which includes the Citywide Central Payroll Operations, Citywide Records Management Operations, Business Office Operations, Consolidated Payroll Operations, for (9) City Dept. to achieve standardization, and the Citywide Central Mail Room Operations. Prepares and manages the Divisional and Departmental operating, equipment and capital budgets. Serves as the primary assistant to the Director of Finance and Administration Department for budget and finance matters; serves as analytical arm of the Finance and Administration Department in the evaluation of complex programs. Will be required to drive on city business.

WORKING CONDITIONS

This position is physically comfortable; the individual has some discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Business Administration, Public Administration or closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

More than ten (10) years of professional experience closely related to the activities of the division are required. A Master's degree in Business Administration, Public Administration or a field related to the activities of the division may be substituted for two years of the experience requirement.

MINIMUM LICENSE REQUIREMENTS

Valid driver's license and compliance with the City of Houston policy on driving A.P. 2-2

PREFERENCES

Prefer knowledge of governmental payrolls, municipal accounting and reporting procedures and systems.

SELECTION/SKILLS TEST REQUIRED

None.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 36	
\$2,902 – \$5,371 Biweekly	\$75,452 – 139,646 Annually

OPENING DATE

August 3, 2005

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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